

THE TAMILNADU REGISTRATION SUBORDINATE SERVICE

(Section 25 in Volume II of the Tamil Nadu
Service Manual 1969)

- Rule - 1 Constitution - The service shall consist of the following categories of officers
- Category 1 - Additional Inspector General of Registration
- Additional Registrar of Chits
- Category 2 - Deputy Inspector General of Registration. Law Officer (Office of the Inspector General of Registration)
- Category 3 - Assistant Inspector General of Registration, Personal Assistant to Inspector General of Registration (C.C.Ms.No.102, C.T.&R.E. dated 5.2.79)
- Category 4 - District Registrars including Inspecting Officer of Chits
- Rule 2 : Appointment - Appointment to the posts in the service shall be made as follows.

POST

i) Addl. Inspector General
of Registration

Deputy Inspector

General of Registration

METHOD OF RECRUITMENT

- From Deputy Inspector General of
Registration

- Promotion from among the holders of the post of

Inspector of Registration Offices, Addition Directors of Chits -
Personal Assistant or District Registrars the promotion
being made on the grounds of merit and ability, Seniority
being considered only where merit and ability are

approximately equal.

Assistant Inspector General of Registration - Promotion from District Registrars on grounds of merit and ability. Seniority being considered only where merit and ability are approximately equal.

Personal Assistant to I.G.of

Regn.

District Registrars

including

Inspecting Officer of Chits

- "by Direct Recruitment or by recruitment by transfer from among the Sub Registrar Grade I in the Tamil Nadu Registration Subordinate Service"

Provided that the substantive vacancies of District Registrars including Inspecting Officer of

Chits shall be filled or reserved G.O.Ms.No.496 C.T. &I.R.

8.8.90 to be filled in the rate of 1:5 between Direct

Recruitment and recruitment by transfer at any given time

and this will be exclusive of Directly Recruited District

Registrar including Inspecting Officers of Chits occupying

higher post in the Department or outside if in any particular

year, a direct recruit is to be appointed he shall be given the

first vacancy.

Rule : 3 Reservation

of appointment

The rule of reservation of appointment

(General Rule22) shall apply to the appointments of District

Registrars including Inspecting Officer of Chits otherwise

than by transfer or promotion.

Rule: 4 Qualification

No person shall be eligible for appointment as District Registrar including or Inspecting Officer of Chits unless he possess the following qualifications:-

**METHOD OF
RECRUITMENT**

QUALIFICATION

(1)

(2)

Direct Recruitment -

i) "Must have completed the age of twenty one years and must not have completed the age of thirty years on the first day of July of the year in which the selection for appointment is made; provided that for candidates belonging to Backward classes, Most Backward Classes, Denotified Communities, Schedule Castes and Schedule Tribes, one must have completed the age of Thirty five years on the first day of July of the year in which the selection for appointment is made" (G.O. Ms.No.3 CT & RE Dept. dated 3.1.96)

ii) Must possess a degree (G.O.Ms.No.23 C.T. & R.E. Dept. dated 27.1.97)

Recruitment by Transfer

i) Must have not completed or will not complete 57 years of age on the first day of April of the year in which the selection for appointment is made.

ii) Must have passed the Accountant Test for Executive Officers.

Rule 4(A) PREPARATION OF ANNUAL LIST OF APPROVED CANDIDATES

For the purpose of preparation of Annual List of approved candidates for appointment to the posts in the service by promotion or by recruitment by transfer, the crucial date on which the candidates should be qualified shall be the 1st April of every year (G.O.Ms.No.234

Rule: 4(A) (i) LIST OF APPROVED CANDIDATES FOR APPOINTMENT

BY RECRUITMENT BY TRANSFER OR BY PROMOTION

Appointment to the posts of District Registrars including Inspecting Officer of Chits by recruitment by transfer shall be made from the list of approved candidates prepared every year. The crucial date for the preparation of the said list of approved candidates shall be as follows:

- (i) Date on which candidates shall possess the prescribed qualification 1st April
- (ii) Date for receipt of estimate from the Government 1st April
- (iii) Date of receipt of proposal by the Tamil Nadu Public Service Commission 1st May
- (iv) Date by which the list shall be communicated by Tamil Nadu Public Service Commission to the Government ... 1st July
- (v) Date by which the list shall be approved by the Government ... 1st August

2) Promotion to the post of Additional Inspector General of Registration, Additional Registrar of Chits, Deputy Inspector General of Registration, Personal Assistant (General) (DIGR cadre) to I.G.R Director (in the cadre of DIGR), Assistant Inspector General of Regn., shall be made from the list of approved candidates prepared every year. The crucial date for the preparation of the said list of approved candidates shall be as follows:

- (i) Date on which the candidates shall possess the prescribed qualification 1st April
- ii) Date for receipt of estimate from the Government 1st March
- iii) Date for receipt of proposal by the Government 1st April
- iv) Date by which the list shall be approved by the Government 1st July

Rule: 5 Probation: (a) Any person appointed as:-

District Registrar or Inspecting Officer of chits by recruitment by transfer shall be on probation for a total period of 2 years on duty within a continuous period of 3 years.

(b) Every person appointed as District Registrar (Admn), (Audit) by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

Rule: 6 Tests:

The following tests shall be passed by probationer within the period of their probation.

District Registrars and	I) Registration Test
Inspecting Officer of Chits	ii) Account Test for Executive Officer
recruited direct.	iii) Third class language test (Full Test) in a language of the state as may be specified by the Government
	iv) District Officer Manual Test
	v) Foundational Training Course Test at Bhavanisagar for a period of five weeks or such a period prescribed by the Government then and there.

DISTRICT REGISTRARS

I) Foundational Course Test

RECRUITED BY TRANSFER

"Provided that this shall not apply to such District Registrars who have completed 53 years of age on the date of commencement of training in Foundational Course"

Rule: 7 TRAINING ETC.

A District Registrar or Inspecting Officer of Chits recruited direct shall within the period of probation, undergo such course of training as may be prescribed by the Inspector General of Registration, Until he passes the test prescribed above and is placed in independent charge of district the Government may fix from time to time. The period of probation of the District Registrars or Inspecting Officer of Chits recruited direct shall not count for increments in the time scale of pay applicable to District Registrars or inspecting officer of chits.

THE TAMILNADU REGISTRATION SUBORDINATE SERVICE

(Section 27 in Volume III of the
Tamil Nadu Service Manual)

1) Constitution the Service shall consist of the following grades of Officers, namely:-

CATEGORY 1: Sub Registrar I Grade, Sub Registrar II Grade including Chit Auditor and Chit Registrar(I&P) S.R. (C&S) and S.R.(Admn) the O/O the District Registrar's.

CATEGORY 2: Car Driver in the Office of the Inspector General of Registration

2) Appointment: (a) Appointment to the two grades shall be made as follows:-

(i) Sub Registrar I Grade promotion from Sub Registrar II Grade

(ii) Sub Registrar II Grade Direct recruitment:

"Recruitment by transfer from among the holders of the post of Assistant in the Registration Department, including the Office of the Registrar General of Births, Deaths and Marriage, the Registrar of, Chits and the Registrar of Firms".

Amended by G.O.Ms.No.741/Revenue dated 7.4.1969

Amended by G.O.M.s.No.33 C.T.Dept. dated 24.2.1999

Explanation: Candidates recruited direct to the posts of Sub-Registrars II Grade in the vacancies reserved in that grade for direct recruits will be designated as "Probationary Sub Registrars" until they complete their period of probation in that grade.

b) Promotion to the post of Sub-Registrar I Grade, shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

A. Probationary Sub Registrar may, at any time during the period of probation, be posted to act temporarily as Sub-Registrar II Grade, on grounds of administrative convenience.

c) The proportion of substantive vacancies among Sub-Registrar II Grade, to be filled or reserved to be filled by the recruitment by transfer and by direct recruitment shall be in the ratio 2:1

Provided that the number of substantive vacancies among the Sub-Registrars II Grade to be filled or reserved to be filled by direct recruitment, shall not exceed one third of the total permanent cadre strength

d) The Inspector General of Registration shall prepare and publish in the Tamil Nadu Government Gazette, and the Registration Gazette every year in June, list of candidates approved for appointment by recruitment by transfer as Sub-Registrar II Grade

e) Any person-

1) Who has not been included in the list of approved candidates but who is qualified for such inclusion and who is senior in the category from which selection has been made, to any person whose name in Inspector General his included in the list, or

2) Who is aggrieved by the rank assigned to him by the Inspector General of Registration in the list, shall be entitled to an appeal to the Government.

f) The appeal shall lie within one month from the date of the publication the Tamil Nadu Government Gazette, of the list prepared by the Inspector General of Registration.

g) After all the appeals are disposed of the Government shall assign suitable ranks in the list prepared by the Inspector General of Registration to those persons whose names the Government have ordered to be included in the list on such appeals. The Inspector General of Registration shall then finalize the list originally prepared by him.

h) The lists so finalized shall be published in the Tamil Nadu Government Gazette, and regular appointments shall be made therefrom according to the rank fixed therein.

i) Any persons who has a right of appeal under sub-rule(e) and who is aggrieved by the orders of the Government shall be entitled to prefer to the Government a review petition within one month from the date of the publication in the Tamil Nadu Government Gazette, of the list finalized by the Inspector General of Registration.

3. Appointing Authority: a) The appointing authority for the posts shall be the Inspector General of Registration.

b) Temporary appointments under General Rule 10(a) to vacancies among Sub-Registrars occurring elsewhere than in the office of the Inspector of Registration (including the office of the Registrar General of Births, Deaths and Marriages, Madras and of the Director of Chits, Madras) may be made by the District Registrars concerned.

4. Qualifications: a) Age: No person shall be eligible for appointment as Sub Registrar II Grade by direct recruitment, if he has not completed or will not complete 20 years of age or if he has completed or will complete 30 years of age on the 1st July of the year in which the selection for appointment is made

b) Other Qualification: No person shall be eligible for appointment to the post specified in column (1) of the Table below by the method of recruitment specified in the corresponding entries in column(2) thereof, unless he possesses the qualifications specified in the corresponding entries in column(3) thereof:

THE TABLE

Post	Method of recruitment	Qualification
Sub-Registrars II Grade	Recruitment by transfer	I)* Must have served as Assistant in the Registration Department, including the Office of the Registrar-General of Births and Deaths and marriages, the Registrars of Chits and the Registrars of Firms for period not less than two years on duty" Amended by G.O.Ms.No.33 C.T. Dept. dated 24.2.99 II) Must have passed the following Test a) Registration Test b) District Office Manual Test c) Account test for Subordinate Officers, Part I iii) Must possess the minimum General education qualification prescribed in

Schedule 1 to the General
rules for the Tamil Nadu
State and Subordinate
Services.

Provided that a person who does not possess the minimum general educational qualification but was appointed to the Tamil Nadu Ministerial Service a) Junior Assistant under rule 5(a) of the Tamil Nadu Civil Services (War Services Personnel) Recruitment Rules, 1941, shall be deemed to possess the minimum general educational qualification for purpose of recruitment by transfer as Sub-Registrar II Grade

Provided further that a person who was serving in connection with the affairs of the former stage of Travancore - Cochin and allotted to the State of Tamil Nadu under section 116 of the State Reorganization Act, 1956 (Central Act 37 of 1956) shall if the possesses the minimum general educational qualification prescribed by the former Travancore - Cochin State be deemed to possess the minimum general education qualification for purposes of recruitment by transfer as Sub-Registrar II Grade

Direct Recruitment	Must possess B.A., or B.Sc., degree provided that in the case of candidates belonging to the Scheduled Caste/ Scheduled Tribes a pass in the Pre-University Course or a pass in the High Secondary Examination (applicable from 30.7.1998 to 12.7.1999)
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The above has been substituted as follows with effect from 13.7.1999

Must possess a Bachelor's Degree provided that, others things being equal preference shall be given to persons who, in addition to the qualifications specified above, possess a B.L.Degree

Amended by G.O.Ms.No.161 C.T.Dept. dated 13.7.1999.

5.Reservation of appointments:- The rule of reservation of appointment (General Rule 22) shall apply separately to appointments to the post of Sub-Registrar II Grade by recruitment by transfer and by direct recruitment.

6. Probation:- Every person appointed as Sub-Registrar II Grade shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. Tests:- Every person appointed to the post of Sub Registrar II Grade by direct recruitment shall within the period of his probation, pass the following tests, namely:-

1) Third Class Language Test(Full Test) in any one of the following languages as may be prescribed by the Inspector General of Registration:

Telugu, Malayalam, Kannada, Urudu and Hindi

Provided that a person who has taken one of the above languages for his School, University or other public examination need not generally be required to pass the Third Class Language Test in that Language.

Provided further that the Inspector General of Registration may for special reasons, require a candidate to pass the Third Class Language Test in a particular language, not with standing the fact that the candidate already possesses an adequate knowledge of Tamil and has also taken on of the above language for the Secondary School Leaving Certificate, University or other Public Examinations.

2) Registration Test

3) District Office Manual Test

4) Account Test for Subordinate Officers, Part I

8. Training: A person appointed as Sub-Registrar II Grade by direct recruitment shall, during the period of probation.

a) be attached to a District Registrar; and

b) Undergo a course of training such theoretical and practical subject as may be prescribed, from time to time by the Inspector General of Registration;

Provided that a person appointed as Sub-Registrar II Grade by direct recruitment shall be paid during the period of his/her training, a pay calculated in the minimum of the scale of pay applicable to that category and the period of training shall be counted for both for probation and increment G.O.Ms.No.411/C.T.&R.E. dated 8.4.84.

Provided that a person appointed as Sub-Registrar II Grade by direct recruitment shall receive during the period of his training and until he completes his probation, a pay which is the minimum of the time Scale applicable to that category (Amended in the effect from 26.12.79 in G.O.Ms.No.1084 C.T.&RE dated 23.10.89 No.I72010/A2/80)

9. Agreement:- Every person selected for appointment as Sub-Registrar II Grade by direct recruitment shall, before undergoing training prescribed in Sub-rule(b) of rule 8 execute an agreement in the prescribed form with two sureties binding himself:-

- (i) to undergo in full the training prescribed in sub-rule(b) of rule 8;
- (ii) to serve as Sub Registrar II Grade, in the Registration Department for a period of not less than three years after the date completion of probation; and
- (iii) to refund to the State Government the entire amount drawn by him as pay and allowances during the period of training, if he fails to fulfill the conditions contained in clause (i) and (ii)

10. Refund of pay allowances drawn during training:- Whenever a person appointed as Sub-Registrar II Grade by direct recruitment is selected for appointment to any higher post in State Government or Central Government before fulfilling the conditions contained in clause (i) and (ii) of rule 9, he shall not be required to refund the amount drawn by him as pay and allowances during the period of training.

(G.O.Ms.No.913 C.T.&R.E.dept. dated 5.8.82 D.Dis 64431/A2/82 dated 25.8.82)

for Inspector General of Regn.,